

TO : All Area Records Officers


DATE: 15 May 1961

FROM : Chief, Records Management Staff

SUBJECT: Reference Material on Records Management

1. Attached is a list of reference material on various phases of Records Management for your use and guidance. This Reference List has been prepared to furnish you with significant references which you may need in your work.

2. Practically all of the material included in the list was prepared by the Records Management Staff. In some instances, copies are limited. It is suggested, therefore, that before you request any of this material from us you make a search of your files.



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